

Section 15.2 PARAMS MENU

System Tables

Action Code

Purpose	This section provides the procedures for a central control agency to add, update or delete codes and descriptions of actions that can be taken on an employee's time, equipment usage, activity or adjustments. This window is inquiry only for non-control agencies..
Window Name	Action Code
Reminders	<ol style="list-style-type: none">1. The Action Code window is accessed through the <u>P</u>arams, <u>S</u>ystem Tables, <u>A</u> - Action Code items on the menu bar.2. The Action Code window contains a Selection Criteria window and a Selection List window. The user may select ALL codes by clicking on the Select button, select a specific code from the dropdown list or click on the New button to add a new code. If a specific code is selected the Detail window is automatically displayed. If all codes were selected, highlight the code to be updated or deleted from the Selection List window and click on the Detail button. The user may add a new code from the Select or Detail windows. Only the Approval Action and Description may be changed.
References	<i>No specific references</i>

Action Code

The following window is displayed when Params, System Tables, A - Action Code is selected from the Menu bar and no selection was entered. The steps are described on the following page.

The screenshot shows the 'Action Code' window with the following components:

- Selection Criteria:** A text area labeled '1' and an 'Action Code:' dropdown menu.
- Buttons:** 'Select' (labeled '2') and 'Detail' (labeled '3') buttons are on the right.
- Selection List:** A table with two columns: 'Action Code' and 'Description'.

Action Code	Description
1234	testing
AAAA	first action code in list & Modified
AAAB	Insert Action Code 4 sys test
AFFA	Financial Approval
APCS	Department of Civil Service Approval
APOF	Office of Financial Management, DMB, Approval
APPA	Personnel Approval
APPR	Supervisor Approval
AUDT	Audit Approval
- Navigation:** '<=' and '>=' buttons on the left, and 'New', 'Delete', 'Save', and 'Close' buttons at the bottom.

The following window is displayed when a specific code was selected.

The screenshot shows the 'Action Code' window with the 'Detail Data' pane active, displaying the following information:

- Action Code:** APCS
- Approval Action:** ☒
- Description:** Department of Civil Service Approval
- Modified User Id:** HRMNDCD
- Modified Date:** 03/01/1999 14:10

The 'Selection Criteria' pane shows 'Action Code: APCS'. The 'Selection List' pane is not visible. The bottom navigation buttons ('<=', '>=', 'New', 'Delete', 'Save', 'Close') are present.

**DCDS Input Procedures
Action Code (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Action Code	Select the appropriate Action Code from the dropdown list or enter the Action code. Leave field blank to display all codes in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Highlight the code to be updated and click the Detail button. The Detail Data window will then be displayed.

**indicates a required field that must be entered.*

Action Code (Selection List)

The following information is displayed:

Field Name	Description
Action Code	The four-character code which identifies the action that may be taken on an employee's time.
Description	The title of the Action Code.

**DCDS Input Procedures
Action Code**

Follow the steps below to add, update or delete action codes.

Step	Field Name	Action
Add New Action Code		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new Action Code. The New button may be clicked from the Selection or Detail windows.
Update Action Code		
	Detail Button	Enter the required selection criteria and click the Select button. The Detail Data window is automatically displayed. The only change that can be made is to the Approval Action and Description.
Delete Action Code		
	Delete Button	<p>Enter the required selection criteria and click the Select button. The Detail Data window is automatically displayed.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Action Code displayed in the Detail Data window.</p>

DCDS Input Procedures

Action Code

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is divided into two panes. The top pane, "Action Code", contains a "Selection Criteria" section with an "Action Code:" label and a dropdown menu, and two buttons: "Select" and "Detail". The bottom pane, "Selection List", contains a "Detail Data" form with the following fields and values: "Action Code:" (1) APOF, "Approval Action:" (2) [checked checkbox], "Description:" (3) Office of Financial Management, DMB, Approval, "Modified User Id:" HRMNDCD, and "Modified Date:" (4) 03/01/1999 14:10. A scroll bar (5) is at the bottom of the form. At the bottom of the window are navigation buttons: "<=", ">=", "New", "Delete", "Save", and "Close". The status bar at the bottom left says "Ready".

DCDS Input Procedures**Action Code****Detail Data Window**

Follow the steps below to update or add a new Action Code.

Step	Field Name	Action
1	Action Code*	Enter the new Action Code, for new code.
2	Approval Action	Click on the Approval Action box, if the new action is an approval. If a ✓ is displayed and the action is no longer an approval, click on the box and the checkmark will be removed.
3	Description	Enter the title or description of the code.
4	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new code or changes.

**indicates a required field that must be entered*